

**TEXAS EMISSIONS REDUCTION PLAN (TERP)  
COLOR PHOTO REQUIREMENTS FOR REIMBURSEMENT  
FOR ALL TERP GRANT PROGRAMS**

The following color photos must be provided as part of the required supporting documentation for each Request for Reimbursement (RFR) that is submitted. Each contract Activity for which a RFR is submitted, must be supported with each of the photo requirements. Please label each photo with the appropriate 3-digit Activity # (e.g., 001, 002, 007, etc.). All of the photos identified **MUST** be submitted prior to the RFR being reviewed, processed and approved for reimbursement. Remember, **ALL** photos need to be in color, be clear, high quality and all information contained in a photo must be readable.

NOTE: Photos are currently required for every grant program except for: AFFP, CTT, Clean School Bus and NTIG.

**REPLACEMENT ACTIVITIES:**

1. One side-view photo showing the entire new vehicle/equipment: including both front to back and top to bottom, with the tires of each permanent axle touching the ground (the floating-axle(s), if included as part of the vehicle, do not have to be touching the ground). The entire vehicle/equipment should be shown in one single view.

**AND**

2. A clear, readable view of the entire New Engine plate(s) that clearly identifies all of the following: a) the Engine Manufacture Year, b) the Engine Manufacturer, c) the Engine Model, d) the Engine Serial #, and e) the Engine-Family Code (EFC). This may require more than one photo as, depending on the engine manufacturer, there may be more than one engine plate. Make sure to provide a clear, readable photo for **EACH** engine plate.

**OR**

**REPOWER ACTIVITIES:**

1. A clear, readable view, from at least two (2) different angles, of the **NEW** Engine installed in the **OLD** vehicle/equipment.

**AND**

2. A clear, readable view of the entire new engine plate(s) that clearly identifies all of the following: a) the Engine Manufacture Year, b) the Engine Manufacturer, c) the Engine Model, d) the Engine Serial #, and e) the Engine-Family Code (EFC). This may require more than one photo as, depending on the engine manufacturer, there may be more than one engine plate. Make sure to provide a clear, readable photo for **EACH** engine plate.

**REMINDER: WE CANNOT PROCESS A PAYMENT REQUEST UNTIL ALL OF THE REQUIRED  
DOCUMENTATION - INCLUDING ALL PHOTOS - HAS BEEN SUBMITTED AND APPROVED.**

**Questions? Please Call 1-800-919-TERP (8377)**